

# **MATTHEWS TRANSPORTATION ADVISORY COMMITTEE BYLAWS**

## **ARTICLE I- NAME**

The Matthews Transportation Advisory Committee hereinafter referred to as "TAC"

## **ARTICLE II- MISSION STATEMENT**

The mission of the Matthews Transportation Advisory Committee (TAC) is to provide accurate and timely advice to Matthews Board of Commissioners on issues involving the transportation of people or goods within the greater Matthews area. In addition, TAC will provide a first level of evaluation and interface between individuals or businesses and the Town; expressing concerns about or requesting modification to existing transportation system(s) in Matthews. TAC members will act as Matthews' eyes and ears in the surrounding communities and collect pertinent information regarding transportation issues; issues that may present opportunities for or create obstacles to an efficient transportation system within the Town.

## **ARTICLE III - SCOPE OF WORK**

The TAC will:

- (1) Report on a regular basis to the Matthews Board of Commissioners;
- (2) Attend relevant local, regional and state transportation meetings when possible;
- (3) Make recommendations to the Town Board on issues referred to it by the Board such as speed hump placement, traffic calming, etc.
- (4) At the direction of the Town Board be the contact and/or review body for transportation issues from residents, outside agencies or towns, Town of Matthews staff and Commissioners.
- (5) Assist in the development of a master transportation system plan to include, but not be limited to: current and future roads and location of the same; mass transit corridors and infrastructure types; car-van-bus pools/park & ride solutions; pedestrian greenways; bike paths;
- (6) Provide input into a future Matthews Transit Center;
- (7) Provide review input on major projects that may affect transportation such as major area rezonings

#### **ARTICLE IV - MEMBERSHIP**

Any member appointed to the Matthews Transportation Advisory Committee must be a resident of Matthews, NC. The Committee shall be composed of seven (7) members appointed by the Town Board of Commissioners. All members shall have voting rights. The Town's appointee to the Charlotte Transit Advisory Group (CTAG) shall be an ex-officio member of the Committee. The ex-officio member shall not be counted toward a quorum and shall only vote if the regular member votes have resulted in a tie. A town staff member will act as liaison to the Committee. Each citizen shall be appointed to a two-year term, and may serve an unlimited number of terms. If a vacancy shall occur on the Committee, then the position can be filled, upon recommendation of the Committee liaison and Chairman, by the Town Board of Commissioners.

Where possible, appointments shall be made in such a manner as to maintain on the Committee at all times at least two (2) members who have had special training or experience in planning, transportation engineering, or a related field.

#### **ARTICLE V - CONFLICT OF INTEREST**

In order to avoid the appearance of conflict of interest, members of the Committee shall refrain from voting on issues that have a direct and narrow fiduciary effect on an organization by whom they are employed or for whom they serve as director. Members of the Committee shall be prohibited from applying for or receiving grants from the Town as individuals.

#### **ARTICLE VI - OFFICERS**

The Committee shall elect a chairperson, vice-chairperson, and a secretary; the latter office need not be a member of the Committee. Elections shall take place in January.

#### **ARTICLE VII - MEETINGS**

Meetings will be held once a month. The Chair may cancel a monthly meeting with five (5) days written notice to the Town Clerk, along with e-mail notification to the local print media, if there is no business to conduct. All meetings will be open to the public. A quorum shall be defined as a majority of the currently appointed members and is necessary to take any official action. Staff liaison is considered a non-voting position.

#### **ARTICLE VIII - ATTENDANCE**

In order for the Committee to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. Any member who shall fail to attend at least 75% of the regular and special meetings of the Committee during any one-year period, may be removed. The Chairperson shall notify the Town Board of Commissioners of any member who shall so fail to attend. The vacancy can be filled, upon recommendation of the Committee liaison and Chairperson, by the Town Board of Commissioners.

## ARTICLE IX - ORDER OF BUSINESS

The Order of Business at Meetings shall be:

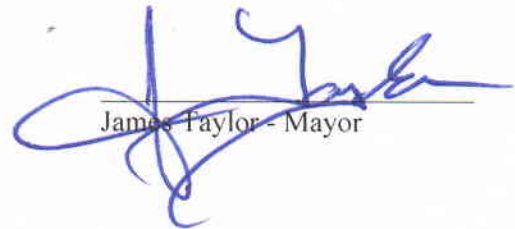
- \* Roll Call and Determination of Quorum
- \* Approval of Previous Minutes
- \* Unfinished Business
- \* New Business
- \* Adjournment

## ARTICLE X - ADOPTION

These bylaws are adopted by a majority vote of the Mayor and Town Board of Commissioners.  
Amendments to these rules shall only be made by the Mayor and Town Board of Commissioners.

Adopted this 27<sup>th</sup> day of March 2017.

  
Lori Canapinno, Town Clerk

  
James Taylor - Mayor